



DEPARTMENT OF THE ARMY
OFFICE OF THE ADMINISTRATIVE ASSISTANT TO THE SECRETARY
U.S. ARMY RESOURCES AND PROGRAMS AGENCY
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WASHINGTON DC 20310-0120

**HUMAN RESOURCES
MANAGEMENT DIRECTORATE**

JDRP-HRMD-MPSC

11 November 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: MILPER Policy Memorandum 00-16, Unit Manning Report (AAA-161)
Monthly Scrub by Agency

1. Reference:

- a. AR 600-8-6, Personnel Accounting and Strength Reporting.
- b. AR 614-200, Enlisted Assignments and Utilization Management.

2. Purpose. This memorandum provides procedural guidelines for processing the Unit Manning Report (UMR), which lists the authorized positions and personnel assets of each permanent party agency.

3. Procedures:

- a. The Personnel Automation Section (PAS) at the Military Personnel Service Center (MPSC) will input Slotting Transactions as necessary to update the UMR during the agency's monthly UMR scrub.
- b. Enlisted Soldiers will be assigned to positions on the UMR In Accordance With (IAW) the rules for utilization outlined in AR 600-8-6.
- c. All Soldiers in an agency will be assigned a paragraph and line number on the UMR.
- d. Soldiers should be assigned to a paragraph and line number on the UMR upon their initial arrival into the agency.
- e. Soldiers should not remain assigned to paragraph and line number 9992 (Incoming Assigned Personnel) beyond 7 days after arrival into an agency.
- f. Assigned soldiers will not be double-slotted on the UMR.

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g. Assigned Soldiers who cannot be properly slotted will be reflected as Reassignable Over-Strength.

h. The UMR will be cut off at the end of each month, retained one month, and then destroyed IAW AR 25-400-2.

4. The proponent for this policy memorandum is the Personnel Automations Division, Military Personnel Service Center, (703) 602-0896.



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